

EPA – UNEP MOU Signing Invitees and Run of Show

Time and Date: 10:00-10:45am Friday, September 16th

Venue: EPA's Alvin L. Alm Conference Room

Setup: Administrator McCarthy and Executive Director Solheim will sit across from each other at the center of the table. The USA, EPA and UNEP flags will stand behind the MOU, set on a table in the entranceway (UNEP staff will bring the UNEP flag). Administrator McCarthy's staff will sit to her left and right and Executive Director Solheim's staff will sit to his left and right. After the general meeting the Administrator and Executive Director will move to the small table and EPA photographer will enter and take pictures as they sign the MOU, followed by a standing photo of the Administrator and Executive Director with the MOUs, directly in front of the flags.

EPA Participants (* Indicates a seat at the table, others will be seated along the wall)

- Administrator McCarthy*
- Matt Fritz, Chief of Staff*
- Office of International and Tribal Affairs
 - Jane Nishida*
 - Walker Smith*
 - Marianne Bailey
 - Hodayah Finman*
 - Martin Dieu*
 - Ted MacDonald
 - Alexis Rourk
 - Brianna Besch
- OAR – Acting Assistant Administrator Janet McCabe* and John Shoaff
- OCSPP – Assistant Administrator Jim Jones* and Karissa Kovner
- ORD – Deputy Assistant Administrator for Management Lek Kadeli * and Kelley Smith
- OW – Principle Deputy Assistant Administrator Mike Shapiro*
- OGC – Deputy General Counsel, Ethan Shenkman*, Carol Ann Siciliano* and Lisa Goldman
- OLEM – Deputy Director Office of Resource Conservation and Recovery, Kathleen Salyer

UNEP Participants

- Erik Solheim, Executive Director*
- Patricia (Patty) Beneke, Regional Director and Representative for North America*
- Fatou Ndoeye, Deputy Regional Director*
- Adam Hodge, Press Secretary to the Executive Director*
- Lisa Svensson, Director, Global Marine Programme*
- Laura Fuller, Information Officer, Regional Office for North America
- Hilary French, Programme Officer, Regional Office for North America

Run of Show

- 10:00 Introduction of Administrator McCarthy and Executive Director Solheim
- 10:03 Introduction of UNEP staff members – Brief explanation of their role and collaboration with EPA
- 10:06 Introduction of key EPA staff members (around the table) – one sentence explanation of their role and collaboration with UNEP
- 10:10 Overview of EPA priorities and programs (briefing memo to come)
- 10:25 Overview of UNEP priorities and programs
- 10:35 MOUs are brought out, photographer enters and sets up
- 10:37 Signing of the MOU, photo opportunity while MOUs are signed
- 10:40 Standing photo opportunity in front of EPA and UNEP Flags, with MOUs
- 10:43 Closing and thanks
- 10:45 End of meeting